



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

September 9, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

### SUBJECT

This letter will update the County Classification Plan and departmental staffing provisions by amending bilingual pay provisions, adding a new classification, reclassifying positions in various County departments, and making a minor technical correction.

### IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to amend the listing of classifications excluded from receiving a bilingual bonus, to add one (1) classification, to reclassify 26 ordinated positions to implement the results of various classification studies, and to make a technical correction.

### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

*"To Enrich Lives Through Effective And Caring Service"*

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Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

#### **Bilingual Bonus – Exclusions**

The classification of Healthcare Interpreter (#1153) is being added to the listing of classes not entitled to receive a bilingual bonus. As with the other classes included in this listing, the established compensation already recognizes that language interpretation is a primary function for all positions in this classification.

#### **New Class**

One (1) new classification is being established in the Classification Plan for the Internal Services Department (ISD) (Attachment A). Positions allocable to the Supervising Communications Services Analyst, ISD will be assigned to the Telecommunications Request Management Section of the Telecommunications Services Management Division. Specifically, the positions will plan, assign, supervise, and evaluate the work of a telecommunications services liaison, analysis and support unit. These units assist County departments with the planning and installation of communications equipment, systems, and services.

### Reclassifications

Based upon individual position studies, we recommend that 26 ordained positions in five (5) departments be reclassified (Attachment B). The assigned duties and responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### Technical Correction

We are adding the second comma to the title of Section Manager, Information Technology, Communications Systems, ISD to more accurately describe the scope of work assigned to the classification (Attachment A).

### **FISCAL IMPACT/FINANCING**

The projected budgeted cost for the 25 budgeted positions that will be reclassified is estimated to total \$101,474 (all funds). Net County cost is estimated to be \$67,653. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

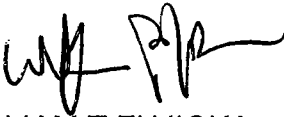
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'WTF', followed by a stylized flourish.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A**

**CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings/ Megaflex	3730	Supervising Communications Services Analyst, ISD	96D

**NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CORRECTION**

<b>Item No.</b>	<b>Current Title</b>	<b>Corrected Title</b>
2577	Section Manager, Information Technology Communications Systems, ISD	Section Manager, Information Technology, Communications Systems, ISD

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATION****FIRE DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Welder F \$5,696.45 Represented	Senior Sheet Metal Worker F \$6,139.16 Represented
3	Welder F \$5,425.17 Represented	Sheet Metal Worker F \$5,846.84 Represented

The Senior Welder position is assigned to the Support Services Bureau/Fleet Management Service/Welding Shop, and reports to an Assistant Chief, Fire Fleet Services. The position supervises welders in the layout, fabrication, assembly, installation, and repair of the department vehicles with custom features. The position meets the basic allocation criteria for the Senior Sheet Metal Worker which supervises and participates in the work of a sheet metal crew. Therefore, we recommend upward reclassification to Senior Sheet Metal Worker.

The three (3) Welder positions report to the Senior Welder position, and perform the skilled crafts work as described above. The duties and responsibilities are more consistent with the class concept of the journey-level Sheet Metal Worker. Therefore, we recommend upward reclassification.

**DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Information Systems Analyst II NM 91A Represented	Information Systems Analyst I NM 88E Represented

The Information Systems Analyst I position is assigned to the Consolidated Business Office. This reclassification will correct a technical error that occurred during the implementation of Phase I of the Information Technology Restructuring project in May 2007. An Information Systems Analyst I position was incorrectly deleted from the ordinance instead of an Information Systems Analyst II. This action will correct the ordinance.

## **INTERNAL SERVICES DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
4	Head Telecommunications Systems Analyst, ISD NM 92L Non-Represented	Supervising Communications Services Analyst, ISD (new classification) 96D Non-Represented
2	Section Manager, IT, Communications Systems, ISD NM 101L Non-Represented	Electronics Communications Technician Supervisor F \$6,804.04 Represented
3	Senior Electronics Communications Technician F \$6,212.40 Represented	Electronics Communications Technician Supervisor F \$6,804.04 Represented
1	Senior Electronics Communications Technician F \$6,212.40 Represented	Electronics Communications Technician Working Supervisor F \$6,508.23 Represented

The Head Telecommunications Systems Analyst, ISD positions report to a Section Manager, Information Technology, Communications Systems, ISD. As briefly described earlier in this letter, each position supervises a work unit which reviews telecommunications services, equipment, and systems throughout the County. The positions also provide technical expertise, and coordinate services to meet communications operating requirements.

Due to organizational and technological changes, the Head Telecommunications Systems Analyst, ISD has become obsolete. Therefore, we are establishing the Supervising Communications Services Analyst, ISD classification to more accurately reflect the duties being performed, and recommending that these positions be reclassified upward to this new classification.

The Section Manager, IT, Communications Systems, ISD and Senior Electronics Communications Technician positions are assigned to the department's Telecommunications Branch. These positions were reviewed in conjunction with a departmental reorganization. The recommended reclassifications to Electronics Communications Technician Supervisor and Electronics Communications Technician Working Supervisor will establish first-level supervisory positions where none previously existed, to provide a more efficient and effective organizational structure. Also, because the work units were consolidated, two (2) Section Manager, IT, Communications Systems, ISD are being recommended for downward reclassification to Electronics Communications Technician Supervisor to reflect their first-level supervisory duties.

## **PROBATION DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
4	Management Secretary III NM 82J Non-Represented	Management Secretary IV NM 84J Non-Represented
3	Senior Secretary III NM 78J Non-Represented	Management Secretary III NM 82J Non-Represented
1	Management Secretary V (ordinanced only) NM 86J Non-Represented	Management Secretary III NM 82J Non-Represented

The subject Management Secretary III and Senior Secretary III positions are allocated throughout the department, and provide full-time secretarial support to upper management positions in the following classifications: Deputy Director, Probation (S16), Bureau Chief, Probation (S14), and Departmental Chief Information Officer II (UC) (R14). Based upon the level of the respective supervisor to which these positions report and their overall scope of responsibility, the positions meet the criteria for allocation to the Management Secretary IV and III, respectively. By definition, the Management Secretary IV provides secretarial support to a deputy director in a very large and complex County department. The Management Secretary III provides secretarial support to management positions responsible for directing the administrative operations of a large and complex County department. Therefore, we recommend the upward reclassifications as noted above.

The Management Secretary V position is being downward reclassified to Management Secretary III, and will be reassigned to report to the Bureau Chief, Probation located at Juvenile Special Services Bureau which currently has no secretarial support.



**SHERIFF DEPARTMENT - GENERAL SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Senior Information Technology Aide NM 76E Represented	Information Technology Technical Support Analyst I NM 82E Represented

The Senior Information Technology Aides report to an Information Systems Analyst II, and are assigned to the Technical Services Division in the Records and Identification Bureau. These positions provide first-tier technical support for the criminal justice community by troubleshooting and diagnosing hardware, software, and network connectivity problems, and by providing customer support for software and application problems. These duties are consistent with the class definition and standards of the Information Technology Technical Support Analyst I which performs a wide variety of information technology support duties, including hardware and software installation and repair, following established procedures. Therefore, we recommend upward reclassification of these positions to Information Technology Technical Support Analyst I.